

Workplace Alaska

Class Specification HAVA Project Coordinator (Exempt)

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Original Comments:

M. Etheridge

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Minor revisions - M. Stewart-Etheridge

Definition:

This position is responsible for the planning, coordinating and implementation of requirements under the Help America Vote Act (HAVA), which include voter education and outreach on voter registration and election procedures, implementation of accessible voting equipment for disabled voters, assisting with the development of statewide election worker training materials, polling place accessibility, and language assistance program. In addition, this position will be responsible for coordinating the Division's advertising and Official Election Pamphlet production. This position is a "project specific" position and will be supervised by the HAVA System Manager.

Distinguishing Characteristics:

This is a project specific position responsible for coordinating the division's implementation of the Help America Vote Act requirements.

This is a fully exempt job class under 39.25.110(20).

Examples of Duties:

Education, Training, Outreach and Election Support:

Assist with the Division's management and implementation of the HAVA State Plan activities and develop information and materials for posting to the Division's Help America Vote Act web page and for use in outreach to voters.

Assist with the Division's implementation of accessible voting equipment including the development and preparation of forms, instructions, statewide inventory and maintenance control, and security procedures for electronic voting equipment and the development of

Coordinate the Division's administrative complaint process for persons alleging violation of Title III of the Help America Vote Act.

Assist with the development of election worker training materials and presentations in a variety of formats for use in the regional offices and in training sessions. Coordinate with the four Regional Supervisors in planning and updating training materials. Assist with the preparation of Division handbooks; revise as needed.

Work with the Director and the four Regional Election Supervisors to develop and prepare the Division's statewide training and development plan for submission to the Lieutenant Governor.

Work with the Director, Regional Election Supervisors and the HAVA Election Systems Manager to coordinate, plan, prepare, and assess education, outreach and training for election workers, registrars, voters, municipal clerks, registration agencies, and other interested parties regarding changes to voter registration and election procedures, including the use of voting equipment technology.

Assist with the planning, coordinating and implementation of the Division's minority language assistance and accessibility program to meet requirements under Section 203 of the Voting Rights Act.

Accessibility/Polling Places:

Supervise the Division polling place accessibility program through the direct supervision of the HAVA Program Assistant position, including monitoring the activities performed by the HAVA Program Assistant under the Division's polling place accessibility grant from the US Department of Health and Social Services to ensure compliance with grant requirements.

Supervise the development of a regional polling place accessibility database that includes site descriptions, photos when available and other pertinent information about each site. Work with the Regional Supervisors in updating this information and tracking improvements.

Coordinate and implement the preclearance and public notice requirements for polling place changes made by the regions, including the preparation of polling place change notices that are sent to each affected registered voter.

Organize the translation of election and voter registration information in a variety of formats to include language and disability access as mandated by law or as identified under Division policies and procedures.

Advertising/Public Relations:

Coordinate outreach efforts for state and federal elections including public notices, newspaper and radio advertising, public service announcements, direct mail and other publications such as brochures.

Responsible for the preparation of ad copy, publications, public displays, lectures and public presentations on election related issues.

Supervise the placement of advertising regarding planned elections, regulations and other public notices; solicit and consolidate specific data from regional supervisors; determine district and precinct consolidation for placement in the news media; and assure all statutory deadlines are timely met.

Assist with the coordination of the Division's media plan and development of media guide prior to the Primary and General elections.

Community Liaison:

Assist with the outreach and education to Alaska's minority language groups to make improvements to the Division's language assistance plan.

Present addresses and talks on behalf of the Division; explain actions/positions to concerned groups; helps facilitate special projects and performs other related work as required.

Serve as the Division's coordinator for voter outreach and assistance to various community groups, including the development and coordination of the Youth Vote Ambassador Program to engage students as election poll workers on Election Day.

Coordinate voter education and awareness efforts with Alaska Native organizations and community groups, including groups providing services to individuals with disabilities.

Assist with the coordination and organization for "Election Centrals" held in Juneau, Anchorage and Fairbanks for the Primary and General Elections.

Official Election Pamphlet:

Coordinate the publication of the Primary Voter Pamphlet and Official Election Pamphlet which includes creating design specifications, preparing invitation to bid for printing and reproduction, set guidelines for format and approve final layouts, coordinating the pre-award conference with potential vendors, coordinating with the ballot printer for camera ready ballot plates for inclusion in the pamphlet, and assuring that all statutory requirements and timeframes are met.

Recruit, hire and supervise OEP staff; and assume administrative responsibility for the section.

Other Duties as Assigned.

Knowledge, Skills and Abilities:

Ability to understand, use and enforce State and federal statutes, laws, rules, regulations, codes, policy and procedures, and reference materials related to the work.

Ability to communicate effectively, both orally and in writing, with staff and the public.

Ability to organize work processes, select work methods and procedures, organize information, maintain records and prepare clear and concise written documentation.

Working knowledge of the use of computer information systems, word processing, database, HTML, and spreadsheet software.

Ability to work under pressure with a high degree of independence; set and adhere to time constraints.

Ability to investigate problems or situations, establish the relevant issues, facts, or factors involved and evaluate their significance.

Ability to establish and maintain cooperative relationships with others.

Ability to supervise, evaluate and train staff.

Minimum Qualifications:

Graduation from high school or the equivalent.

AND

Four years of progressively responsible administrative experience performing specialized complex administrative work and/or a wide variety of administrative services requiring independence, judgment and initiative in prioritizing and organizing work, and in determining the appropriate action to be taken.

Substitution: Post-secondary education from an accredited college (three semester or four quarter hours equals one month) or vocational school (135 hours completed equals one month) may be substituted for up to two years of the experience requirements on a year for year basis.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a high school graduation or the equivalent?

AND

Do you have four years of progressively responsible administrative experience performing specialized complex administrative work and/or a wide variety of administrative services requiring independence, judgment and initiative in prioritizing and organizing work, and in determining the appropriate action to be taken?

Or Substitution:

Do you have a high school graduation or the equivalent?

AND

Do you have two years of any combination of post-secondary education from an accredited college (three semester or four quarter hours equals one month) or vocational school (135 hours completed equals one month) and progressively responsible administrative experience performing specialized complex administrative work and/or a wide variety of administrative services requiring independence, judgment and initiative in prioritizing and organizing work, and in determining the appropriate action to be taken?

AND

Do you have an additional two years of progressively responsible administrative experience performing specialized complex administrative work and/or a wide variety of administrative services requiring independence, judgment and initiative in prioritizing and organizing work, and in determining the appropriate action to be taken?